

Delaware Advisory Council on Career and Technical Education (DACCTE)

Vacancy Notice

All applicants must apply online at: <https://daccte.delaware.gov/>

Position Title: Administrative Secretary I

Position Description:

This position is classified as an Administrative Secretary I. The incumbent will be familiar with wide range of functions in both First State Financials (FSF) and the State's Payroll/Human Resources Statewide Technology (PHRST) systems. The incumbent will also provide administrative support to the Executive Director and Council.

Application Period: Closes April 30, 2023, or until position is filled.

Location: DACCTE Newport Office

Reports to: Executive Director and/or Full Council

Major Responsibilities:

- Support the Council and Executive Director to ensure the statutory and administrative responsibilities are fulfilled.
- Prepares all expenditures of DACCTE in FSF and PHRST within the parameters of the operating budget as directed by the Executive Director and approved by the Council.
- Provide administrative support for the coordination, planning and implementation of DACCTE agenda and meetings.
- Post meeting notices, agendas and meeting minutes to the statewide public meeting calendar as required.
- Assist the Executive Director in the preparation the annual budget request for approval by DACCTE and presentation to the Office of Management and Budget (OMB) and the Joint Finance Committee (JFC) at their annual hearings.
- Maintain Personnel files and record and maintain vacation/sick leave records.
- Analyzes financial data and prepares reports.
- Completes other duties as assigned by the Executive Director and Council.

Education: High School diploma or GED required; some college coursework preferred.

Experience:

- Experience with First State Financials (FSF) required (three (3) years preferred).
- Experience with the State's Payroll/Human Resources Statewide Technology (PHRST) required.
- Experience working with a variety of stakeholders, including legislators and school district personnel, in an amicable manner.
- Proficient in Microsoft Word, Excel, Outlook, PowerPoint, and Teams.

Skills:

- Ability to prioritize a wide range of tasks with competing deadlines and importance.
- Ability to perform responsibilities with minimal supervision.
- Ability to effectively communicate (oral and written)
- Ability to effectively use a variety of software and online tools.

Salary: Salary will be computed in accordance with the education, experience, and training of the individual selected and in accordance with salary schedules for employees of the Department of Education. Direct Deposit of payroll checks is a condition of state employment. Employees are paid on a lag pay schedule with the first payment made after approximately one month of employment. State of Delaware benefits are included.

Organization Information:

The Delaware Advisory Council on Career and Technical Education (DACCTE) was established by the General Assembly and the Governor to advocate and monitor Career and Technical Education (CTE) in Delaware. Our mission is to strengthen and enhance the Career and Technical Education delivery system in the public schools and assist in providing quality programs and expanded opportunities throughout the state.

Notes

A criminal background check is required. The successful candidate must demonstrate during the interview process an understanding of diversity, educational equity, and multicultural education. This position announcement is not intended to be an all-inclusive list of duties and standards of the position. The selected candidate should expect to perform any other related activities needed to deliver the position's key duties and responsibilities and follow any other instructions as defined by his/her supervisor and the Council.

The State of Delaware is an equal opportunity employer and does not discriminate in its employment practices or educational programs, services or activities based on race, color, religion, sex (including pregnancy), national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, veteran's status, or any other legally protected category.

Application Procedures

Interested candidates who meet the minimum qualifications may apply by completing an employment application located at <https://daccte.delaware.gov/>. The application, cover letter, resume, and three (3) letters of reference are required and must be returned electronically to: janet.nichols@delaware.gov by the date indicated. Please note that incomplete application packages will not be considered.